

# COURSE INFORMATION

## What are the courses like?

UNISON courses are run in a friendly and supportive atmosphere. Everybody's views and experiences are valued and listened to. Most of the time you will be working with other people in small groups. You won't be lectured at or 'put on the spot'.

## Course times

Course times may vary, but are usually from 9.30 am to 4.30 pm each day. You will be given a specific start/finish time in the details sent to you when you are offered a place on a course.

## What if I have responsibilities at home?

UNISON provides a homecare allowance if you incur costs which are additional to those you would normally have to pay for the care of dependants whilst you are attending a training event. For example if you are a part-time worker and you attend training on your day off then you are entitled to claim a care allowance.

The scale of the allowance changes from time to time and current rates can be obtained from the Learning & Member Development Team. You are required to provide a receipt.

Childcare provision for residential courses is currently under review. Please contact the Learning & Member Development Team for further information prior to applying for a residential course.

## Facilities for members with specific needs

We seek to ensure that the venues we book, material provided etc meet the needs of our members who have identified a specific need on their course application form. Due to the wide varieties of facilitation available it is important that you let us know as soon as possible about **your** individual requirements.

## Time off

Stewards, Health & Safety Representatives and Union Learning Representatives have a legal right to paid time off to attend relevant training. If this applies you will need to ensure that you have arranged time off to attend a course. You should ensure that you allow sufficient time to make these arrangements. There is a form available for you to use. You can find this on our website or you can contact the Learning and Member Development Team for a copy. Please give the completed form to your Branch Education Co-ordinator or Branch Secretary for branch records, keeping a copy for your own information. **YOU DO NOT NEED TO RETURN THIS TO THE REGIONAL OFFICE.** If you have any problems then speak to your Branch Education Co-ordinator or Branch Secretary.

## **Part time workers**

If you attend a course for which paid time off is available and the course hours exceed those you normally work, you are entitled to receive pay or time off in lieu for those hours from your employer. Please ask for help if you experience problems in exercising these rights.

## **Expenses**

Travel and subsistence costs for all courses are the responsibility of your Branch. You should check with your Branch Education Co-ordinator or Branch Secretary to find out how to claim these.

## **Materials for some courses**

For some courses you will be asked to bring along materials or resources, e.g. copies of grievance or disciplinary procedures, your Steward bag etc. You may have to contact your Branch Education Co-ordinator or Branch Secretary for assistance in obtaining these items.

## **Venues**

Unless otherwise stated, the majority of the regional courses are **NON-RESIDENTIAL**. Delegates requiring overnight accommodation should seek approval for this from their branch prior to making any arrangements, as the costs of this will need to be met from branch funds. Branches are responsible for the booking of accommodation and payment of any costs in this respect.

## **Branch Employed Staff**

Generally the courses offered in this programme are for members, activists and officers of UNISON and are **not** offered to staff employed by the branch. However, if the course is run through the TUC and the branch employed member of staff is an activist or officer of a union then a place could be offered on the course. In the first instance please contact Janet Guest, Regional Education Officer on 0115 8475442 to discuss the matter further.